



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY GARRISON ABERDEEN PROVING GROUND
2201 ABERDEEN BOULEVARD
ABERDEEN PROVING GROUND MD 21005-5001

9 DEC 2004

AMSSB-GCH

MEMORANDUM FOR APG UNIT MINISTRY TEAMS

SUBJECT: Standard Operating Procedures for Usage of Aberdeen Proving Ground (APG) Chapels

1. **PURPOSE:** To establish guidance, priorities, and standards in accordance with AR 165-1, Chapter 13, paragraph 3b, for the use of the Aberdeen Area (AA) and Edgewood Area (EA) Post Chapels, Chapel classrooms and Chapel facilities.

2. **APPLICABILITY:** All personnel assigned or attached to APG using the Post Chapel facilities.

3. RESPONSIBILITIES:

a. Garrison Chaplain. Provide oversight of this SOP and approve / disapprove all Chapel usage requests. The approval / disapproval authority may be delegated to the Chapel OIC.

b. Garrison Chaplain NCOIC. Provide scheduling input and oversee adherence to this SOP by the various groups and individuals using the Chapel facilities. Bring requests to the weekly Garrison Chapel staff meeting.

c. Chaplains. Perform duties as congregational Pastors and Chaplain sponsors for various events. Ensure compliance with this SOP during events. Pass requests on to the Garrison Chaplain NCOIC.

d. Chaplain Assistants. Provide key control, security, and support for religious services.

4. SCHEDULING PROCEDURES

a. CHAPEL USAGE

(1) Chapel facilities are classified as dedicated facilities and will be used solely for religious services and other activities related to the spiritual and moral welfare of the command.

(2) When formal religious services are not scheduled, Chapel sanctuaries are available to people of all faiths for meditation and prayer. The Chapel sanctuary is neutral during all times when formal religious services are not scheduled.

(3) When the facilities are not otherwise in use, appropriate community activities may be conducted under the supervision of the Garrison Chaplain.

(4) Any non-Chaplain led program in the Chapel must have a Chaplain sponsor. This includes Distinctive Faith Group Leader (DFGL) led activities, non-Chapel faith groups, individuals, wedding parties, or other activity. The Chaplain Assistant cannot act as a sponsor. Chaplains serving as sponsor for all but regular DFGL-led services will be present in the Chapel for setup, the program, and clean up for the activity being sponsored. The Chaplain sponsor will ensure the facility is locked and all Chapel policies and SOPs are followed.

(5) Normally, the sanctuary will be used only for religious services. The Garrison Chaplain must grant exceptions to this policy.

(6) The Chapel's religious items (sacramental items, baptistery, garments, etc) may only be used by Chaplains in conjunction with scheduled Army religious services.

b. PRIORITY FOR USAGE

(1) Religious activities supersede all other activities scheduled. Activities are scheduled on a first-come, first-serve basis, with a consideration of the size and the needs of the group requesting the facility. Conflicts will be resolved by the Garrison Chaplain. All authorized Distinctive Faith Group Leaders (DFGLs) may use the Chapel facility, but they must have a Chaplain sponsor who will sign any Chapel usage requests and ensure compliance with all Chapel SOPs.

(2) Unexpected funerals and memorial services could result in a cancellation or change in a request for a Chapel activity. Efforts will be made to honor standing requests, but this is not always possible.

(3) Religious services and programs regularly scheduled on a regular basis. This includes rites, sacraments, ordinances, worship, religious education, and study groups.

(4) ACS sponsored family-oriented and humanitarian organizations (parenting classes, parent support groups, family support groups, family team building groups, Red Cross blood drive, town meetings, family symposium).

(5) Command orientations and training, such as work force meetings with agency heads, during duty hours only.

(6) Each Chapel is always reserved on Saturdays and Sundays for religious programs, religious services, weddings, and other rites, sacraments or ordinances only.

c. SCHEDULING AND APPROVING AUTHORITY

(1) The use of religious facilities extends to military personnel (active, guard, and reserve), civilian employees, retirees (regardless of marital status), and their legal dependent family members (see AR 600-20).

(2) All requesters must fill out a Chapel Request Form (Enclosure 1) for the appropriate Chapel. The reservation form includes a map of the layout of the Chapel and the setup of the classrooms in the Chapel.

(a) Ongoing religious activities will be asked to fill out new forms annually at the beginning of the fiscal year or upon expiration of the previous form.

(b) Other religious activities and programs must fill out and turn in a request form signed by the congregational Pastor or Chaplain sponsor at least thirty (30) days in advance. These activities generally meet once or twice and are not ongoing.

(c) Other organizational activities must fill out and turn in a request form at least thirty (30) days in advance.

(3) All religious activities requesting the use of the Chapel must route the request through the congregation's Pastor or Chaplain sponsor and then to the Chapel NCOIC for recommendation to the Garrison Chaplain.

(4) All requests must be routed through the Chapel NCOIC for recommendation to the Garrison Chaplain. Organizational activities are normally submitted through the unit Chaplain to the Chapel NCOIC.

(5) The Garrison Chaplain is the approving authority. This may be delegated to the specific facility OIC. Requests will be brought by the Chapel NCOIC to the next scheduled Chapel staff meeting for discussion and approval by the Garrison Chaplain. A member of the Chapel staff will notify the requestor within five (5) working days as to the status of their request.

(6) Chapel users will be given a brief orientation to the Chapel, a copy of this SOP, and a briefing to ensure they understand the rules of Chapel usage.

5. BUILDING SECURITY

a. Only personnel with offices in the chapel will be authorized to sign for a key to the chapel from the Chapel NCOIC. Others will get a key from the MP Station each time they use the building.

b. The requested room will be opened by the Chapel staff before the close of business for events held after hours. If the request for building usage is for an event after duty hours, the requestor will proceed to the MP Station to secure a key to the front door. The Requestor will be given a card to exchange for a key.

c. The requestor is responsible to secure the Chapel after the program. Securing the Chapel includes checking all exterior doors and windows to ensure they are locked, as well as any interior doors which have been opened.

d. The requestor is responsible to return the Chapel key to the MP Station immediately following the program. The MP Station is always open. Failure to return a key will result in the person or activity not being allowed to use the chapel in the future..

e. The Chaplain sponsor will also ensure the building is secure before leaving and will be the last person out of the building. The Chaplain sponsor will also ensure that the key is returned to the MP Station following the event.

6. BUILDING CONDITION

a. Each room used will be returned to the "neutral" setup after completion of every activity, including those on Sundays. The setup is specified in Enclosure 2. There is a diagram in each room, near the door, specifying the "neutral" setup of the room. When a specific activity is finished, that activity, not the Chaplain Assistant, will return the room to the "neutral" setup. On Sunday mornings, this must be done as soon as possible after the event as can reasonably be accomplished. The only exception to resetting the room is the Sanctuary, which will be supervised by the Chaplain Assistant. Failure to return rooms to the proper setup may result in loss of usage of the facility.

b. The trash must be emptied and rooms cleaned after use. This includes all religious activities and regularly scheduled activities. Failure to clean rooms may result in loss of usage of the facility.

c. Rooms must be left clean. If necessary, a vacuum cleaner is available in the choir room. Chaplain Assistants cannot clean up after every group – individual groups are responsible for areas that they use. Failure to clean rooms may result in loss of usage of the facility.

d. Only members of the Chapel staff may arrange the walls in the fellowship area. Please coordinate wall arrangement when the facility is reserved. Moving walls without permission may result in loss of usage of the facility.

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SUBJECT: Standard Operating Procedure for Usage of APG Chapels

e. The kitchen is not available at any time except for religious functions. The kitchen must be reserved before use and must be left clean. Anything left in the kitchen must be labeled. Failure to clean the kitchen may result in loss of usage of the facility.

f. Childcare is not authorized in the Chapel for outside organizations. Only Chapel approved child watch workers may use the child watch rooms, and only during religious activities.

g. Candles may only be used in the Chapel in accordance with APGR 420-1, paragraph 6-3. Any candles used must be dripless or waxless. The Chapel will only provide candles for regularly scheduled congregational worship activities.

h. Absolutely no food or drinks are allowed in the sanctuary, classrooms, or hallways. All food and drink must stay in the social hall or kitchen area. Failure to comply may result in loss of usage of the facility.

i. Should the building or any part of the building be left in an unsatisfactory condition, the Point of Contact for the group who used the building will be notified to remedy the situation. This remedy will happen as soon as possible.

7. Point of contact is the Garrison Chaplain's Office at 410-278-4333.

3 Encls

1. Chapel Reservation Form - AA
2. Chapel Reservation Form - EA
3. Chapel Room Layout - AA


JOHN T. WRIGHT
Colonel, OD
Commanding

CHAPEL FACILITIES RESERVATION REQUEST

Aberdeen Area Chapel

EVENT INFORMATION

Sponsoring Unit/Congregation: _____ Event Purpose: _____ _____ _____	Event: _____ Time: From _____ To _____ Date: Day _____ Month _____ Year _____ Number Participating: _____
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AREAS REQUESTED

Main Sanctuary (Maximum 305 People)	Classroom Two (Maximum 40)
Fellowship Area (Maximum 120 People)	Classroom Three (Maximum 40)
Kitchen (Religious Activities Only)	Classroom Four (Maximum 35)
Child-watch Room	Classroom Five (Maximum 15)
Conference Room (Maximum 15 People)	Baptistery

Religious events have priority in the Chapel. This means that non-religious events will be rescheduled or canceled in favor of religious events. Requesters must prepare and recover their area. A requester may need to provide an appropriate detail to support the event. A Chaplain will represent the Post UMT before, during and after all events. The primary responsibility of the Chaplain will be to insure the care and security of the Chapel.

The requester has read and understands the Chapel Usage SOP. The Chapel will not provide phone services, AV Equipment, setup or cleanup, copier, supplies, or other logistical support. The Requester and Chaplain Sponsor will be responsible to sign for the key, for cleaning the rooms used including removing all trash, for returning furnishings and equipment to their original position. No food or drink will be allowed in the Sanctuary, classrooms, or hallways. The requester takes full responsibility for any loss or damage caused by participants of the event and will inform participants of requirements and prohibitions in the use of the facility. There is no smoking, use of tobacco, or alcohol (except wine for sacramental purposes) in the chapel or on the chapel grounds.

By signing below, I attest that I have read and understand the Chapel Usage SOP and the requirements and prohibitions in using the chapel.

REQUESTING INDIVIDUAL**CHAPLAIN SPONSOR**

Requester: _____ Status: AD USAR/NG CIV Dependant _____ Requester's Phone Number: _____ Requester's Signature: _____	Sponsoring Chaplain: _____ Unit: _____ Phone Number: _____ Chaplain's Signature: _____
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APPROVE / DISAPPROVE (provide reason)

Chapel NCOIC: _____	Garrison Chaplain: _____
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DATE RECEIVED & POSTED:

Date Received: _____	Requestor's Initials: _____
Date Posted: _____	Staff's Initials: _____

Enclosure 1 to Chapel Usage Standard Operating Procedure

CHAPEL FACILITIES RESERVATION REQUEST

Edgewood Area Chapel

EVENT INFORMATION

Sponsoring Unit/Congregation: _____ Event Purpose: _____ _____ _____	Event: _____ Time: From _____ To _____ Date: Day _____ Month _____ Year _____ Number Participating: _____
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AREAS REQUESTED

Main Sanctuary (Maximum 350 People)	Classroom 1 (Maximum 20 People)
Fellowship Area (Maximum 100 People)	
Kitchen (Religious Activities Only)	
Child-watch Room	

Religious events have priority in the Chapel. This means that non-religious events will be rescheduled or canceled in favor of religious events. Requesters must prepare and recover their area. A requester may need to provide an appropriate detail to support the event. A Chaplain will represent the Post UMT before, during and after all events. The primary responsibility of the Chaplain will be to insure the care and security of the Chapel.

The requester has read and understands the Chapel Usage SOP. The Chapel will not provide phone services, AV Equipment, setup or cleanup, copier, supplies, or other logistical support. The Requester and Chaplain Sponsor will be responsible to sign for the key, for cleaning the rooms used including removing all trash, for returning furnishings and equipment to their original position. No food or drink will be allowed in the Sanctuary, classrooms, or hallways. The requester takes full responsibility for any loss or damage caused by participants of the event and will inform participants of requirements and prohibitions in the use of the facility. There is no smoking, use of tobacco, or alcohol (except wine for sacramental purposes) in the chapel or on the chapel grounds.

By signing below, I attest that I have read and understand the Chapel Usage SOP and the requirements and prohibitions in using the chapel.

REQUESTING INDIVIDUAL**CHAPLAIN SPONSOR**

Requester: _____ Status: AD USAR/NG CIV Dependant _____ Requester's Phone Number: _____ Requester's Signature: _____	Sponsoring Chaplain: _____ Unit: _____ Phone Number: _____ Chaplain's Signature: _____
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APPROVE / DISAPPROVE (provide reason)

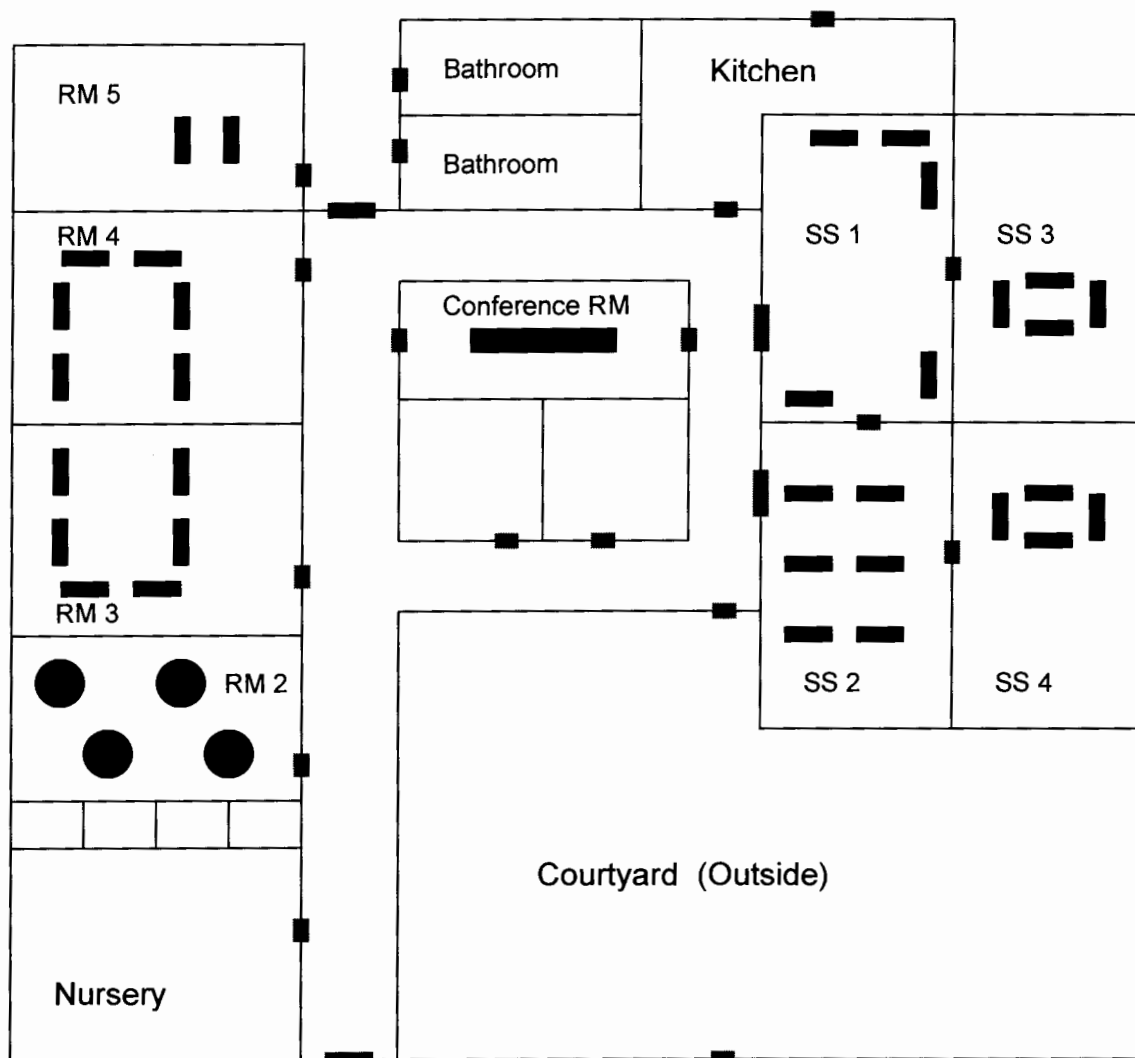
Chapel NCOIC:	Chapel OIC:
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DATE RECEIVED & POSTED:

Date Received:	Requestor's Initials:
Date Posted:	Staff's Initials:

Enclosure 2 to Chapel Usage Standard Operating Procedure

Chapel Room Layout (AA EDUCATIONAL WING)



This is the standard set up for the educational wing of the Post Chapel. Rooms must be returned to this standard after use. Chairs are to be placed around tables and not stacked along the wall. Any access items used for individual groups must be removed from the room and returned to the proper storage area. If room is not set up in accordance with this diagram please inform your supervisory Chaplain.

Enclosure 2 to Chapel Usage Standard Operating Procedure